

1. Accessing EAGL

The state of Washington requires all non-Ecology users to access state agency computer systems through SAW; this includes EAGL. You will always need to use SAW to access EAGL.

Three types of EAGL users:

Click on the appropriate link



- [NEW USERS](#) who already have a SAW account for other non-EAGL applications
- [NEW USERS](#) without a SAW account
- [RETURNING USERS](#) who have both approved EAGL and SAW accounts

NEW USERS who already have a SAW account for other non-EAGL applications:

1. Click the link <https://secureaccess.wa.gov/> to access SAW and log into SAW.
2. You will get the following screen from which to choose a state agency. Choose “Department of Ecology”.

The screenshot shows the SecureAccess WASHINGTON (SAW) interface. At the top, there is a logo for SAW and the text 'SecureAccess WASHINGTON'. A 'Welcome' message and a 'Logout' button are in the top right. Below the logo, there are three green buttons: 'My Secure Services', 'Account Management', and 'Help'. The main content area has two tabs: 'My Services' and 'Add a New Service'. Under 'My Services', there is a list of agencies with the text 'Select an agency below to see a list of services:'. The agencies listed are: Consolidated Technology Services, Department of Archaeology and Historic Preservation, Department of Commerce, Department of Ecology (highlighted with a red box and a white arrow), Department of Health, Department of Information Services, Department of Labor and Industries, Department of Licensing, Department of Natural Resources, Department of Social and Health Services, Department of Transportation, Employment Security Department, Enterprise Services, Office of Financial Management, and Test Domain. To the right of the agency list, there is a 'Service code' section with a text input field and an 'APPLY' button. Below that is a 'Search services by keywords' section with a text input field, a dropdown menu labeled 'AT LEAST ONE of the words', and a 'SEARCH' button.

3. You will then be directed to Ecology's services. The "Add a New Service" tab will be selected and you can click on the "Apply" button next to "EAGL".

[My Services](#) **Add a New Service**

Add a Service to Your Account

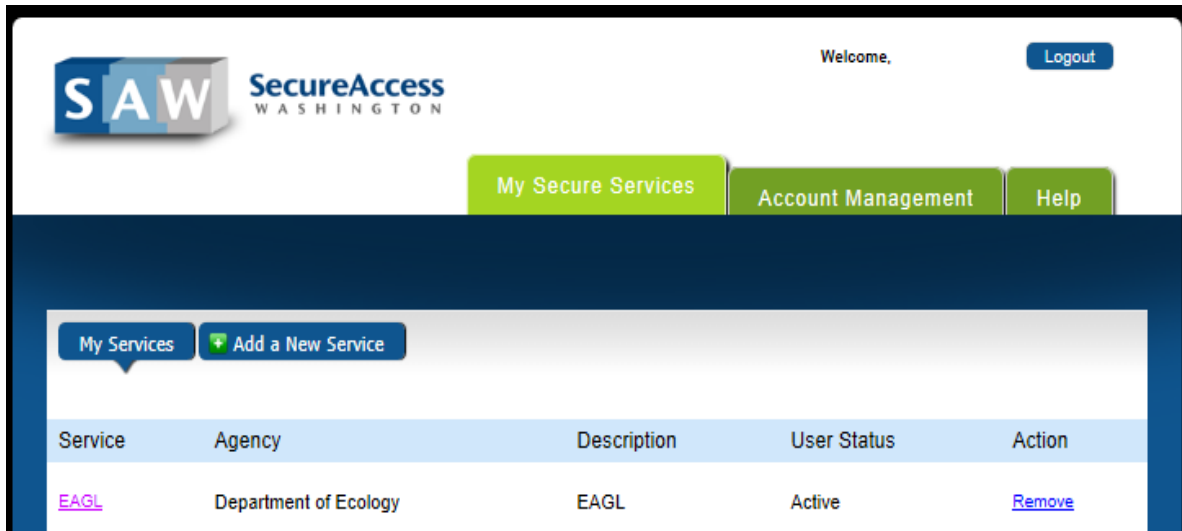
Select a service to apply for from the following.

Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Department of Ecology](#)

Action	Service Name	Description
APPLY	Advance Notice Of Oil Transfer	The Advance Notice of Transfer (ANT) system is a web-based application that will capture and administer ANT, required by WAC 173-180-215 and WAC 173-184-100, which are submitted by oil transferring activities. Privacy Notice
APPLY	Air Quality Program Permitting System	Air Quality Program Permitting System Privacy Notice
APPLY	Aquatic Mosquito Control Permit Application	Aquatic Mosquito Control Permit Application Privacy Notice
APPLY	Aquatic Noxious Weed NPDES Permit	Aquatic Noxious weeds and Quarantine-list weeds are non-native, invasive plants growing in wet areas. Do not use this application for in-lake chemical control of aquatic weeds. Contact Jon Jennings for in-lake treatment information. Privacy Notice
APPLY	Aquatic Plant and Algae Management	The Aquatic Pesticide General permit covers the control of aquatic plants and algae in surface waters of Washington State. Privacy Notice
APPLY	AREIS	Replacement to SSTS, which tracks properties with potentially elevated levels of lead and arsenic Privacy Notice
APPLY	Beach Monitoring	Website and database to collect beach sampling event and laboratory analysis of those samples. Privacy Notice
APPLY	Children's Safe Product Act	Children's Safe Product Act - Product Entry more Privacy Notice
APPLY	EAGL	EAGL Privacy Notice

4. Upon choosing the EAGL application, you will get a message to click on the “My Services” tab to access the service (EAGL). Select the EAGL link to go to the EAGL “Registration” page.



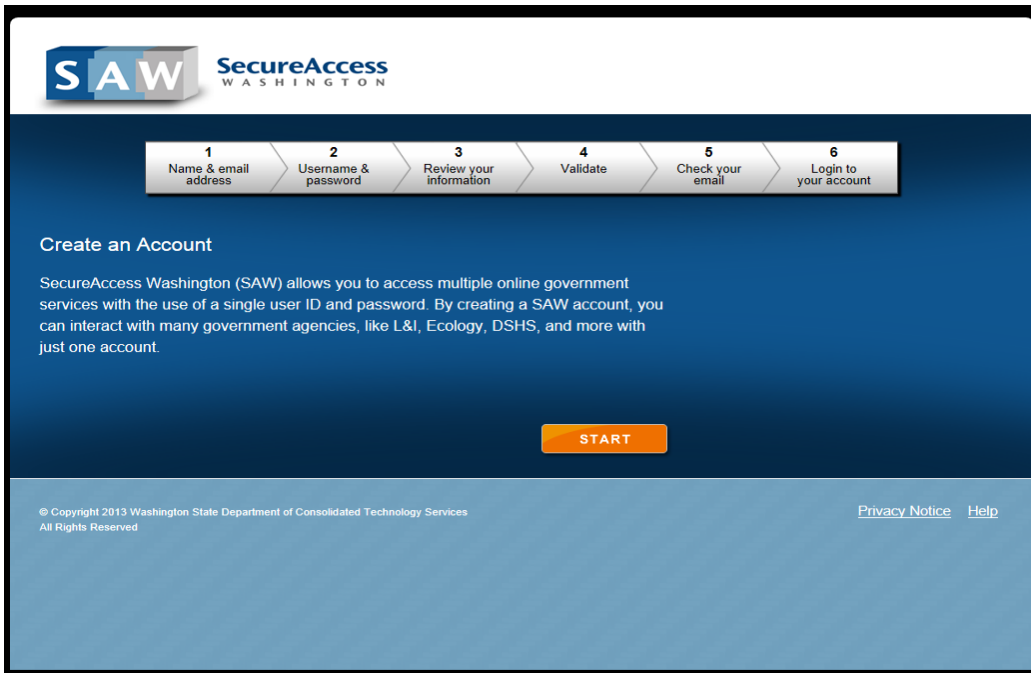
5. Now that you have added the EAGL service in SAW, continue at [step 9](#) in the NEW USER instructions below to register inside the EAGL system.

NEW USERS without a SAW account:

Click [here](#) to start the process of getting a SAW account and access to EAGL.

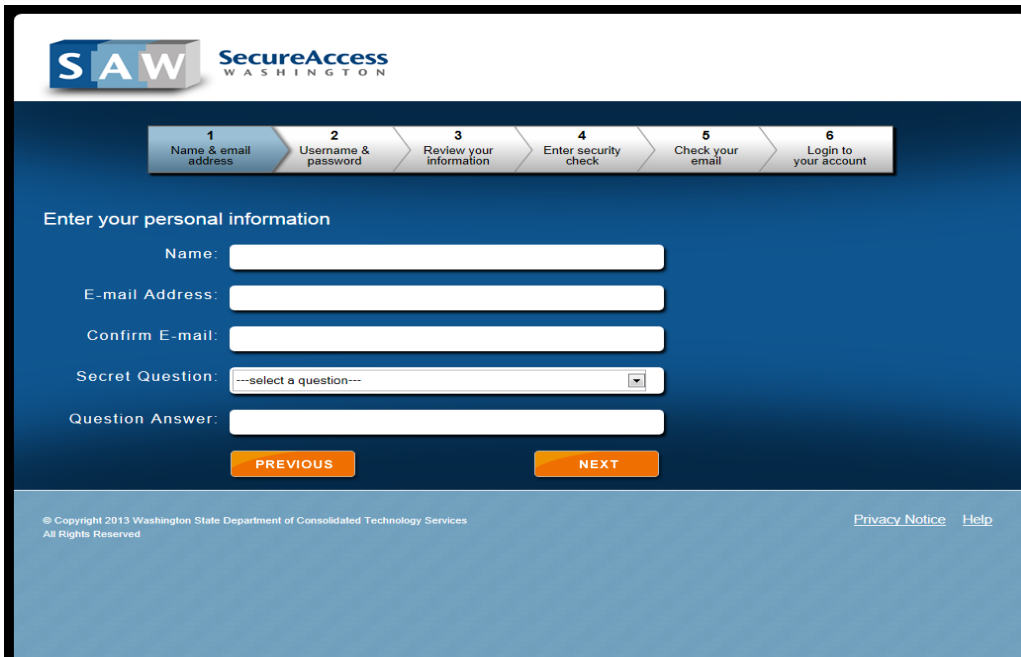
These initial steps will need to be done the first time you register for your new SAW and EAGL accounts. You will need to create a SAW user name and password and request access to EAGL using the SAW system.

1. Click on the Start button and enter your personal information:



The image shows the SecureAccess Washington (SAW) account creation page. At the top, the SAW logo and "SecureAccess WASHINGTON" text are displayed. Below this is a progress bar with six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Validate, 5. Check your email, and 6. Login to your account. The first step, "Name & email address", is highlighted. Below the progress bar, the heading "Create an Account" is followed by a paragraph explaining that SecureAccess Washington (SAW) allows access to multiple online government services with a single user ID and password. A large orange "START" button is centered below the text. At the bottom, there is a copyright notice for 2013 and links for "Privacy Notice" and "Help".

2. Assign yourself a username and password:



The image shows the SecureAccess Washington (SAW) account creation page, specifically the "Enter your personal information" step. The progress bar at the top shows six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. The second step, "Username & password", is highlighted. Below the progress bar, the heading "Enter your personal information" is followed by several input fields: "Name:", "E-mail Address:", "Confirm E-mail:", "Secret Question:" (with a dropdown menu showing "--select a question--"), and "Question Answer:". Below these fields are two orange buttons: "PREVIOUS" and "NEXT". At the bottom, there is a copyright notice for 2013 and links for "Privacy Notice" and "Help".

3. Please note: SAW is a single sign-on security gateway. If you already have a SAW account, you will receive the message as shown below. Follow the instructions if you still want to create another SAW account with the same email address.

SAW SecureAccess
WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

A SAW account exists with the same email address you have entered. SAW is a single sign-on security gateway. With one account, you can access all services available behind SAW

- [Forgot your User ID?](#)
- [Forgot your password?](#)
- If you still want to create another SAW account with the same email address, please fill out the required information down below, and click the "Next" button to continue

Create a user ID and password

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

User ID:

Password:

Confirm Password:

PREVIOUS **NEXT**

4. Confirm that your information is correct:

The screenshot shows the 'Review your information' step of the SecureAccess Washington registration process. At the top, the SAW logo and 'SecureAccess WASHINGTON' are displayed. A progress bar at the top indicates six steps: 1. Name & email address, 2. Username & password, 3. Review your information (current step), 4. Enter security check, 5. Check your email, and 6. Login to your account. The main content area is titled 'Review your information' and contains the following text: 'Here is your personal and account information.' followed by a **NOTE** about password security. Below the note, there are labels for Name, E-Mail Address, User ID, Password, Secret Question, and Answer, each followed by a blurred input field. At the bottom, there are two orange buttons: 'PREVIOUS' and 'NEXT'.

SAW SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name: [blurred]
E-Mail Address: [blurred]
User ID: [blurred]
Password: [blurred]
Secret Question: [blurred]
Answer: [blurred]

Go back to the previous page to make changes.
Continue to the next page if the information is correct.
You may want to [PRINT](#) this page for your records.

PREVIOUS **NEXT**

5. Enter the on-screen security code and check your email account:


The screenshot shows the 'Enter security check' step of the SecureAccess Washington registration process. At the top, the SAW logo and 'SecureAccess WASHINGTON' are displayed. A progress bar at the top indicates six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check (current step), 5. Check your email, and 6. Login to your account. The main content area is titled 'Enter security check' and contains the following text: 'Please enter the security code (Not case-sensitive):' followed by a note about the security code's purpose. Below this, there is a CAPTCHA image showing the text 'ar7ukk' with a small icon to its right. Below the CAPTCHA, there is a text input field with a placeholder text. At the bottom, there are two orange buttons: 'PREVIOUS' and 'SUBMIT'. A large white arrow points to the text input field.

SAW SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Enter security check

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

PREVIOUS **SUBMIT**

6. Click the link in the email sent from Secure Access Washington. Follow the instructions to activate your account:



SecureAccess
WASHINGTON

1
Name & email
address

2
Username &
password

3
Review your
information

4
Enter security
check

5
Check your
email

6
Login to
your account

Check your email account

You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

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[Privacy Notice](#) [Help](#)

From: secureaccess@dis.wa.gov

Sent: Thu 11/7/2013 7:1

To:

Cc:

Subject: SecureAccess Washington : Welcome to SecureAccess Washington

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
*
* <http://support.secureaccess.wa.gov>
*

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [REDACTED] has been successfully created.

SecureAccess Washington offers two methods to activate your account.

The easiest method is to click on the following link;

[https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=96689&userId=\[REDACTED\]&agency=ecy&app=eag1&umg=DEFAULT_UMG](https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=96689&userId=[REDACTED]&agency=ecy&app=eag1&umg=DEFAULT_UMG)

If your email does not support hyperlinks or you cannot log in after following the link, you can manually activate your account by following four easy steps:

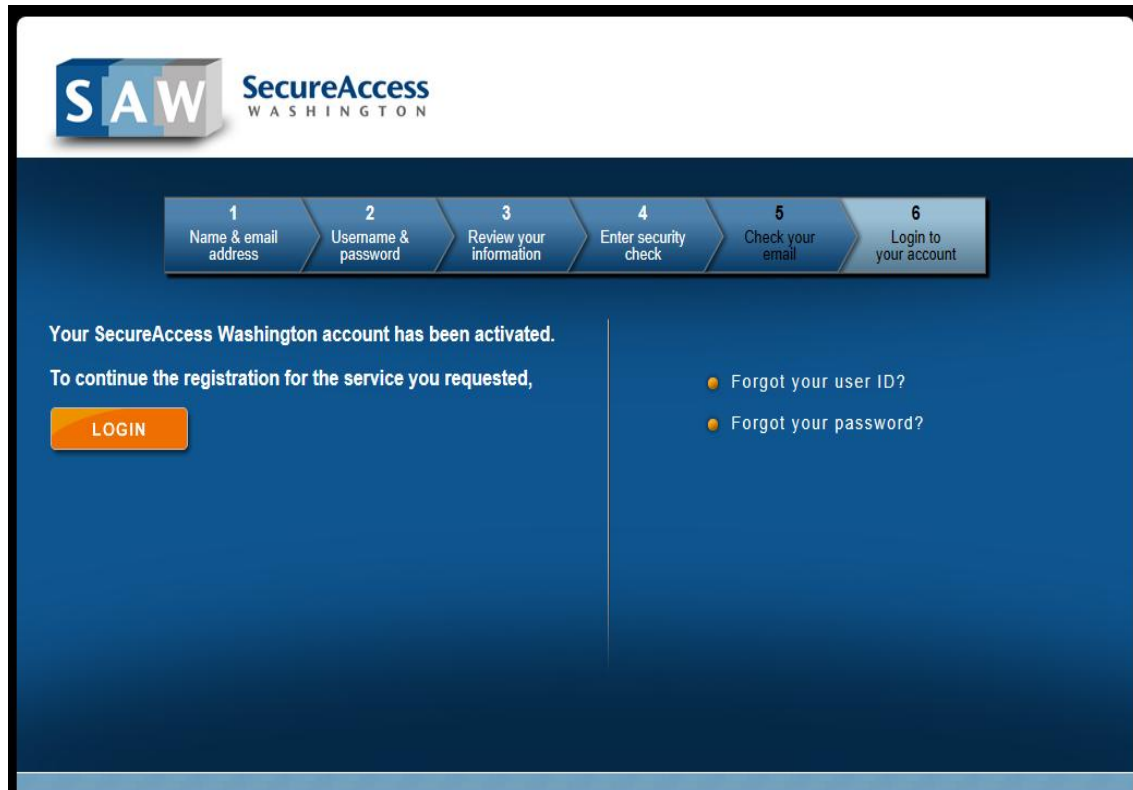
1. Navigate to the SecureAccess Washington home page.
2. Click on "Activate your account".
3. In the "User ID" field enter [REDACTED]
4. In the "Registration Code" field enter [REDACTED]

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at <http://www-dev.support.secureaccess.wa.gov> or call 1-888-241-7597.

SecureAccess Washington (Customer Test)
Login at <https://test-secureaccess.wa.gov/myFortress/saw/select.do>

7. Login to Secure Access Washington again using the link from your email and the username and password you created for yourself.



8. At some point you will have received an email notification approving your access to SAW, but you don't have to wait for the email to continue the steps below. NOTE: At this point, your SAW account has been approved, but you have not yet been approved for access to EAGL until the steps below are completed.


From: secureaccess@dis.wa.gov Sent: Thu 11/7/2013 7:1
To: [REDACTED]
Cc: [REDACTED]
Subject: SecureAccess Washington : Access Approved

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
*
* <http://support.secureaccess.wa.gov>
*

Your access to SecureAccess Washington agency [Department of Ecology] service [EAGL] has been approved for User ID [REDACTED].


SecureAccess Washington (Customer Test)
Login at <https://test-secureaccess.wa.gov/myFortress/saw/select.do>

9. Enter your registration information and click the **SAVE** button in the upper right corner of the screen. Clicking on the **SAVE** button submits your registration.



DEPARTMENT OF
ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)



SAVE

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information


	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>		
County	<input type="text"/>	Zipcode	<input type="text"/>		
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/>				
Website	<input type="text"/>				

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10. After you have submitted a complete registration, the Registration screen will show the "Registration Complete" message below.



DEPARTMENT OF
ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)





Registration Complete
Your information has been submitted. When you have been approved you will receive an email.
You may now close your browser or visit another website.

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>		
County	<input type="text"/>	Zipcode	<input type="text"/>		
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/>				
Website	<input type="text"/>				

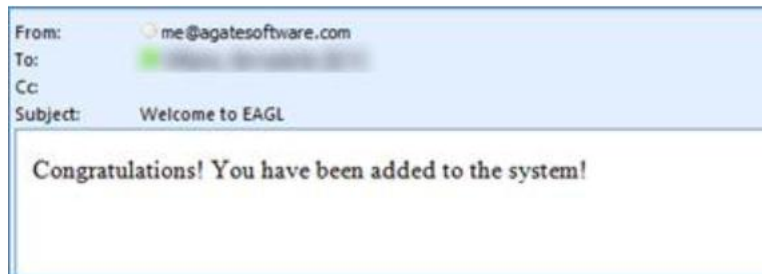
[Top of the Page](#)

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11. Ecology staff will review your registration and activate your account within three business days. You may be contacted to verify or clarify some of your information.

If you are approved and your account is activated, you will receive an email notifying you that your account is active and ready to use. You will then be able to access EAGL using the instructions below under “Returning Users”.

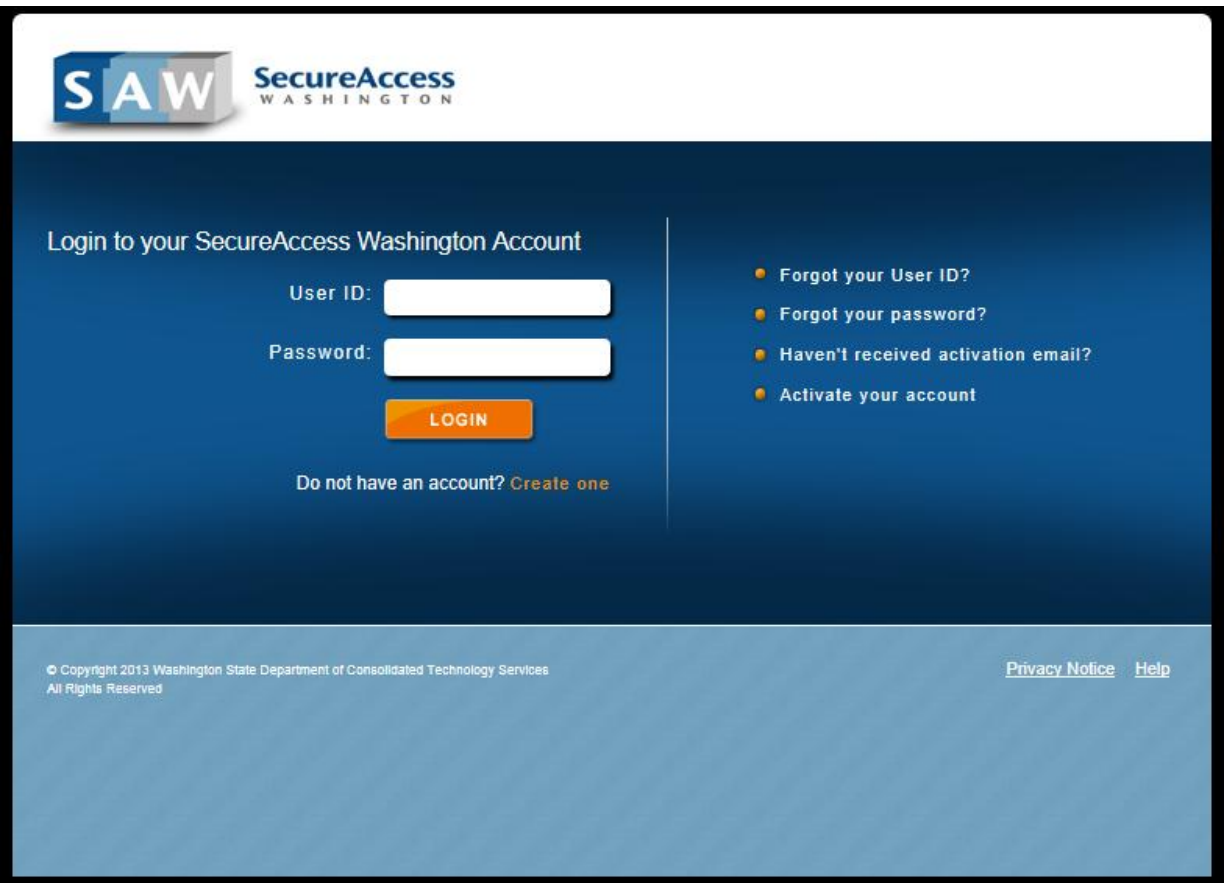


12. You will not be able to log in to EAGL before your registration is activated. If you attempt to log in to EAGL before your registration is approved, you will get the following screen.



RETURNING USERS who have both approved EAGL and SAW accounts:

If you are a returning user, go to <https://secureaccess.wa.gov/ecy/eagl/> to access EAGL through SAW. **This is a special EAGL directed SAW link.** Do NOT use this link to access other state agency systems through SAW. After you provide your username and password, you will be sent to the EAGL Home Page.



The screenshot shows the SecureAccess Washington login interface. At the top left is the SAW logo, consisting of the letters 'SAW' in a stylized font next to the text 'SecureAccess WASHINGTON'. Below the logo, the heading 'Login to your SecureAccess Washington Account' is displayed. Under this heading are two input fields: 'User ID:' and 'Password:'. Below the password field is an orange 'LOGIN' button. Below the login button is a link that says 'Do not have an account? Create one'. To the right of the login fields, there is a vertical list of links, each preceded by a small orange circle: 'Forgot your User ID?', 'Forgot your password?', 'Haven't received activation email?', and 'Activate your account'. At the bottom of the page, there is a light blue footer area. On the left side of the footer, it says '© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved'. On the right side of the footer, there are two links: 'Privacy Notice' and 'Help'.

SAW SecureAccess WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

- [Forgot your User ID?](#)
- [Forgot your password?](#)
- [Haven't received activation email?](#)
- [Activate your account](#)

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[Privacy Notice](#) [Help](#)